



1. Request for Library Card

This service allows individuals to request for a Library Card to be given as an official access pass to the City Public Library. Access includes the use of library facilities, reading materials, and other available resources, with the guidance and support of librarians and staff.

Office or Division:	General Santos City Public Library			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Any individual residing within and outside the city			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Any one valid government, school, or company ID or proof of identification		1. Government agency, educational institution, or employer		
2. Library Card Registration Form		2. Security Guard		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up Library Card Registration Form	1. Check the accuracy and completeness of the filled-up Library Card Registration Form, and endorse the client to the encoder.	None	5 Minutes	<i>Librarian I/ Assigned PACD Officer of the Week</i>
None	1.1. Encode client's data from the Library Card Registration Form to the Library system	None	10 Minutes	<i>Administrative Aide IV</i>
2. Claim Library Card	2. Release the Library Card of the registered client, and document its receipt.	None	2 Minutes	<i>Administrative Aide IV</i>
	TOTAL	None	17 Minutes	
END OF TRANSACTION				